

**APPROVED  
VILLAGE OF LAKE ZURICH  
PARK AND RECREATION  
ADVISORY BOARD MEETING**

In Person Meeting- Village Hall 70 E. Main St.  
Tuesday, December 12<sup>th</sup> 2023

**AGENDA**

**1. Call to Order**

The meeting was called to order at 6:34 by Chairperson Koch.

- 2. Roll Call:** Chairperson Kevin Koch; Members: Vice Chair Tim Andrews, Shawn Bergfalk, Cathy Malloy, Jeff Carey. Staff present: Recreation Director Bonnie Caputo, Recreation Supervisors Jenna Stanonik, Elke Kadzielawski, and Marsa Boynton. Trustee Greg Weider was present. Allen Borg and Sariah Quimby were absent and excused.

**3. Approval of Minutes:** August 8, 2023

MOTION made by Tim Andrews, seconded by Cathy Malloy to approve the minutes of the August 8, 2023 Park Advisory Board meetings as presented. Roll call vote, all yes. MOTION CARRIED

**4. Public Comments:**

No public comments.

**5. New Business**

**A. Breezewald Park Multi Use Facility and Beach Discussion**

Summary: Director Caputo sent an email in lieu of October meeting to recap all projects. Budgeted project of Multi Use Facility in Breezewald, identified because of lack of space and storage for Aquatics staff and Sunset Pavilions. Elements of the project are subcontracted, but majority of the work is done in house by Public Works time. There will be sizable space for aquatics, operations storage, an area to service customers, and storage space for Sunset Pavilion. Utility space will be closed off for plumbing and electric. New bathrooms and shows for public. There have been many public complaints about seaweed, the new storage space will allow Public Works to store equipment with a roll up garage.

Director Caputo spoke regarding the Village Ordinance that Breezewald beach is free only to Lake Zurich residents, and Annual Beach Pass Holders. Director Caputo asked the Board for approval to see Annual Beach Passes on site at Breezewald, currently only able to obtain at the Barn or at Paulus Park Beach. There has been push back from the public that they are not able to obtain the beach pass on site, and have gotten aggressive with staff. This would allow non residents to purchase the annual beach pass and have access to Breezewald instantly. Director Caputo said Breezewald Beach attendance has dropped in recent years, even increase in park traffic. Jeff Carey asked if there was an explanation. Director Caputo said there was a dip from 2019-2020 due to covid and space restrictions. Vice Chair Andrews asked if we are going to sell day passes. Director Caputo said no, we are not going to change the ordinance, so the only option would be to buy the annual beach pass.

Chairperson Kevin Koch made the motion to approve. Cathy Malloy said yes and Vice-Chair Andrews was the second. Roll call vote, all yes. MOTION CARRIED

### **B. Internal Special Events**

Director Caputo read through the list of Internal Special Events and the dates for 2024 Events: Annual Egg Hunt, Arbor Day, Food Truck Socials, Farmer's Market, Family Fishing Derby, Live at the Lake, July 4<sup>th</sup>, Rock the Block, and Miracle on Main Street.

Chairperson Kevin Koch made the motion to approve. Motion made by Chairperson Bergfalk and Vice-Chair Andrews was the second. Roll call vote, all yes. MOTION CARRIED

### **C. External Special Events**

Director Caputo read through the list of External Special Events and the dates for 2024, LPOA Winter Fest, Purple Plunge, My Density Matters Boat Crawl, Unplugged Fest, Bushel of Apples Fest, and My Density Matters Paint the Lake Pink Walk.

Director Caputo said that all partners have until 12/15 to submit paperwork, and we hope to have 3-4 more by the end of the week. Vice Chair Andrews asked if any of the groups caused problems, and Director Caputo answered no. Jeff Carey asked if all the events are returning. Director Caputo answered that the only new event is My Density Boat Crawl, which is an event also with My Density Matters, who organized a 5K last year. Director Caputo said they are easy to work with, and the resident who hosts the event has lake rights, and is set up by the LPOA. Jeff Carey asked how the Bushel of Apples Festival went. Director Caputo said that the event was very successful and this year they partnered with Gigi's Playhouse, a special needs organization, and that Phase Three has done a wonderful job. On the heels of the Bushel of Apples Festival, Gigi's Playhouse has expressed they will also be submitting paperwork for their own external event. Director Caputo said that Jack O Lantern World numbers were down slightly due to bad weather, and they have 25,762 attendees, providing a total of \$25,962. Beverage sales were tripled this year, due to partnering with Phase Three this year. Vice Chair Andrews asked if we get a cut of the vendors, and Director Caputo responded that the 5% cut of their sale of Jack O Lantern World was very generous.

Chairperson Kevin Koch made the motion to approve. Jeff Carey made the motion and Vice Chair Andrews was the second. Roll call vote, all yes. MOTION CARRIED

## **6. Old Business**

A. None

## **7. Treasurer's Report**

Director Caputo shared that everything is looking well. The Dance program has exploded and is very successful. Studio B has just been refitted with a new wood sprung floor. Year over year, the summer camp program has been favorable. There

will be a slight price increase in 2024. Aquatics was down in both season passes and daily admissions. In 2024 there was a lack of staff which resulted in not being able to offer swim lessons or Wibits, and also reduced opening hours. The department is positive that with the changes that have been made, many of our staff will be coming back. Recruitment has already been started for the 2024 season. The 2024 budget has been passed with a healthy rate for returning staff for both camp and aquatics. Vice Chair Andrews asked what rate we are paying. Director Caputo answered that our rate had been the lowest in the area with Lifetime being the highest at \$18 for lifeguards. Our rates have increased to \$17 for returning and \$15 for new staff.

## **8. Advisory Board Member Reports/Update**

### **A. Cathy Malloy/Tim Andrews- Miracle on Main Street**

Cathy Malloy said that the event overall went well. As of yet, we do not have final numbers from Director Caputo. Cathy Malloy said everything looked fabulous, and thanked everyone who worked hard. Vice Chair Andrews said that alcohol sales were great, and that the line for the sleigh rides never went down and very successful.

### **B. Shawn Bergfalk-Groove Grove.**

Shawn Bergfalk said that there was a recent meeting with Director Caputo and Recreation Supervisor Boynton to consolidate Groove Grove and Food Truck socials for a new summer series. There will be more details to follow and the plan is to work to the strengths of successful events which has been food and music, and the plan is to not move ahead with artisans.

### **C. Kevin Koch-Farmers Market.**

Chairperson Koch shared there will be new additions to the Farmer's Market this year. The market continues to be very popular.

### **D. Jeff Carey- Rock the Block-**

Director Caputo gave an update as Jeff Carey was unable to attend the last Rock the Block Committee meeting. Director Caputo said that everyone worked very hard, and it was realized that the longer hours were too long. The results of the survey sent out to the community were excellent. Director Caputo stated that this year had higher expenses due to the addition of the screen, and higher stage costs. Jeff Carey commented that the food choices this year were better than in previous years. Director Caputo shared on the evening of the event, she did touch base with each food vendor and that the food vendors were very happy, but did not sell as much as the previous year. Shawn Bergfalk commented that some people were not happy as there did not seem to not enough food vendors. He said the lines were controlled and worked well, but was concerned we have expanded too much. Chairperson Koch said that moving the wine tent was great, and Director Caputo remarked that the wine tent was very happy with their sales. Jeff Carey said that it was nice that people stayed near the bar area and screen, though he found the screen annoying as it was too bright. Vice Chair Andrews commented that he found it bright as well. Shawn Bergfalk asked if it was a different sound team, and Director Caputo replied that the normal sound engineer Mark was not present, and that the engineer needed more

coaching. Director Caputo will speak with Kari and Mark regarding the sound issues.

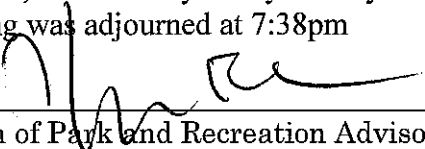
**9. Staff Report**

- A. SRA Fund-Subtask Force-** Director Caputo said efforts are going to be increased for ADA Accessible projects within the village. The OSALD IDNR has a lot of interest in designs in making the park more accessible. Director Caputo requested to have the villages SRA levy to increase to 4% from 2% and it had been approved. This will help fund the increase in SRA dues. Being part of SRA give the village residents access to the programs, as well funding for inclusion aides for Park and Recreation programs. Currently there are two nonverbal students in programs that use an aide. The SRA has also helped to fund ADA pathways, and playgrounds. 10% of Recreation Supervisor Stanonik and Kadzielawski's salaries. Over the years, the village has used funds for practical projects. The additional funds will only be used for the aging population and children with special needs. All projects will have to be approved by the SRA board. Director Caputo explained that SRALC has helped craft a survey that will be pushed out to the community regarding what the community wants for accessible options. Once the data has been compiled, Director Caputo will work with a subtask force to go over the data collected. Director Caputo has reached out to Shawn Bergfalk and Sariah Quimby to work with her. Cathy Malloy asked how we can get information from younger families who are not yet within District 95. Director Caputo replied that she will reach out to a Lake County contact.
- B. Park Highlights/Updates-**
- i. **OSLAD Grant:** Director Caputo said we are awaiting confirmation if the Village has been awarded the grant.
  - ii. **Staples Park Façade:** Director Caputo said that Public Works did a great job, there will be more ADA picnics tables added.
  - iii. **FY24 Improvements:** Director Caputo shared that if the OSLAD Grant is not awarded, it has been approved in the budget to move forward with the Splashpad and Bandshell. Other projects include the roof of the and Concession stand at Paulus Park, continued improvements at Staples Park and Sonoma park with tennis court renovations.
- C. Facility Highlights/Updates:** Director Caputo gave an update on the new floor in Buffalo Creek B, and the FY24 includes a floor replacement in Buffalo Creek A.
- D. Program Update:** Director Caputo said we have a new Independent Contractor, Do Art Productions, as we have lost Picasso's. They offer comic book art, theatre, cartooning, and poetry.
- E. Event Updates-** Director Caputo updated that the office is in the thick of Santa Letters and they are going well. Recreation Supervisor Boynton is busy planning the annual Egg Hunt and Arbor Day Events. Recreation Supervisor Boynton updated regarding Merry and Bright Breezewald at Night, and that there was only positive feedback. Vice Chair Andrews requested to have the budget by July for next year. He heard only positive community comments, and that \$2500 in sponsorship was raised.

**F. Staff Updates:** Director Caputo shared that the office is still in the process of hiring Guest Service position for the afternoon.

**10. Written Communications Local News, Event and Program Promotions-Marketing** materials for upcoming events were present in information packet.

**11. Adjournment:** Chairperson Koch asked for a motion to adjourn the meeting. Motion made by Vice Chair Andres, seconded by Cathy Malloy. Roll call vote, all yes MOTION APPROVED. The meeting was adjourned at 7:38pm

Approved by:   
Kevin Koch, Chairperson of Park and Recreation Advisory Board